

HINTLESHAM & CHATTISHAM COMMUNITY COUNCIL
TRUSTEES REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021

CHARITY NUMBER 274948

**HINTLESHAM & CHATTISHAM COMMUNITY COUNCIL
TRUSTEES REPORT (continued)
FOR THE YEAR ENDED 31 DECEMBER 2021**

All members are volunteers and retire annually at the AGM where new representatives have the opportunity to put themselves forward to join the Committee. The Committee is elected by all those present at the AGM which is open to all persons on the electoral rolls of the villages of Hintlesham & Chattisham.

The Executive Committee has, in line with the Constitution, appointed sub-committees to manage key areas of the Council's business, these sub committees are as follows

Hall Management Committee
Woodlands Committee
Playing Fields Committee
Hall Environment Committee
Events Committee

OBJECTIVES AND ACTIVITIES

The objectives of the Community Council are to provide recreational facilities, playing fields, playgrounds, a community centre and other similar amenities for the social, health and educational benefit of those residing in and around the communities of Hintlesham and Chattisham.

Also, to raise, by subscription or otherwise, funds for the furtherance of the objects of the Council.

The Trustees confirm that the activities of the charity are undertaken to achieve the charity's aims with regard to the public benefit guidance.

ACHIEVEMENTS AND PERFORMANCE

This year has again been dominated by the Covid Pandemic which caused disruption throughout the year, both to the usual income streams and to the ability of the Executive to plan with confidence for the future.

Last year the decision had been made to protect the HCCC finances as much as possible by only committing to spending on maintenance and health & safety requirements. Fortunately the Community Council continued to receive Covid grants in 2021 from Babergh District Council and this has allowed the Community Council to proceed with projects previously planned. These projects included major remedial work in the Church belt woodland, part funding of the resurfacing of the Playground on the Hintlesham Playing Field and repairs to the boundary fencing between Hintlesham Playing Field and the adjoining Rectory.

**HINTLESHAM & CHATTISHAM COMMUNITY COUNCIL
TRUSTEES REPORT
FOR THE YEAR ENDED 31 DECEMBER 2021**

The Trustees have the pleasure of presenting their report and the financial statements of the charity for the year ended 31 December 2021.

REFERENCE AND ADMINISTRATIVE DETAILS

Charity Name Hintlesham & Chattisham Community Council

Charity Number 274948

Address HC Community Hall
Timperleys
Hintlesham
Suffolk
IP8 3PS

Trustees Tym Moore - Chair
Eileen Damant - Vice Chair
Linda Jones - Secretary
Elizabeth Stones - Treasurer
Michaela Debenham
Caroline McElroy
Deborah Archer
Cristiana Velloso Langton
Hayden Wilding

Independent Examiner

Mark Walters
The Old Rectory
The Street
Chattisham

STRUCTURE, GOVERNANCE & MANAGEMENT

The Hintlesham & Chattisham Community Council was created by constitution on the 13 July 1967. The latest amendments to the constitution were adopted at an EGM on the 14 December 2020. These changes were considered necessary to bring the accounting and trustee appointment procedures up to date.

The business of the council is carried out by the Executive Committee, who are all Trustees of the Charity. The Committee consists of the four Officers of the Council, together with five other members.

**HINTLESHAM & CHATTISHAM COMMUNITY COUNCIL
TRUSTEES REPORT (continued)
FOR THE YEAR ENDED 31 DECEMBER 2021**

The Community Council was also able to meet the unexpected cost of repairs to the play equipment revealed when the resurfacing work commenced.

The income from the hire of the hall remained seriously affected by the pandemic and it may take some time to return to 2019 levels despite the continued hard work of all those involved. The Executive Committee once again extends its thanks to all those who helped to keep the hall open whenever possible and operating within Government guidelines.

FINANCIAL REVIEW

Reserves Policy

The Executive Committee had hoped to confirm its 'Reserves policy' in this report. However although a draft policy had been agreed, with the lifting of the restrictions it has been decided that the policy now needs further consideration. The revised policy will be in place within the next few months.

FINANCIAL SUMMARY

The financial statements have been prepared on a receipts and payments basis.

Total income in the year to 31 December 2021 was £38,831. Total expenditure was £44,580 and the resulting deficit for the year £5,749.

Income from hall hire in the year was £8,063. This was considerably less than before the pandemic. In the year to 31 December 2019 hall hire income was £19,180. The Community Council did however receive £17,374 in grants from Babergh District Council, £6,477 of this related to November & December 2020 but the money was actually received in the year to 31 December 2021.

The Community Council receives contributions to costs from the MUGA club and the Social Club. The MUGA club has the management contract to run the sports area on the Hintlesham Playing Field and the Social Club manages the bar within the community hall. The contribution from the Social Club of £1669 was invoiced as at 31 December 2021 and received in January 2022 so is not included in the 'Receipts' for this year.

Restricted Funds

The 'Monthly Draw' lottery (formerly 200 club) is treated as a 'Restricted fund' whilst the surplus remains in the lottery bank account. It only becomes available for unrestricted use by the Community Council once prize money has been distributed and expenses paid and the balance transferred to the main charity bank account.

**HINTLESHAM & CHATTISHAM COMMUNITY COUNCIL
TRUSTEES REPORT (continued)
FOR THE YEAR ENDED 31 DECEMBER 2021**

The £3,003 held in a separate deposit account is also included in 'Restricted funds' as this is money specifically retained in order to return the MUGA to its former state as part of the playing field should that ever become necessary. The MUGA club will continue to contribute £1,000 annually until £5,000 is held for this purpose.

All other funds held are unrestricted and available to further the aims and objectives of the Community Council.

Monetary Assets

As at the 31 December 2021 the charity's cash & bank balances totalled £62,567

Approved by the Trustees on 11 May 2022 and signed on their behalf by:

Tym Moore
Chairman

**HINTLESHAM & CHATTISHAM COMMUNITY COUNCIL
INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31 DECEMBER 2021**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 December 2021 which are set out on pages 6 & 7.

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Mark Walters
The Old Rectory
The Street
Chattisham
IP8 3PY

Date

HINTLESHAM & CHATTISHAM COMMUNITY COUNCIL

RECEIPTS AND PAYMENTS ACCOUNT

Year Ended 31 December 2021

RECEIPTS

	RESTRICTED FUNDS £	UNRESTRICTED FUNDS £	TOTAL 2021 FUNDS £	2020 £
Hall and hut hire	0	8063	8063	7354
Playing Field income	0	1051	1051	0
Events	0	2441	2441	428
200 club membership	4089	0	4089	3825
Sale of wood	0	60	60	350
Recycling income	0	679	679	550
Contribution to hall costs - Social club	0	0	0	2226
Contribution to insurance - MUGA club	0	1839	1839	528
Contribution to be held on deposit - MUGA	2000	0	2000	0
Grants from Babergh re COVID 19	0	17374	17374	11334
Donations	0	1064	1064	2260
Bank interest	1	170	171	369
Total income	6090	32741	38831	29224

PAYMENTS

Monthly Draw (200 club) prizes & expenses	1640	0	1640	1640
Monthly Draw expenses	85	0	85	0
Events expenses	0	1961	1961	0
Rates & Water rates	0	337	337	540
Babergh Rubbish Disposal	0	287	287	0
Insurance	0	1981	1981	1954
IT - Broadband, website and zoom	0	365	365	709
Gas and electricity	0	2471	2471	3773
Caretaking, hygiene and cleaning costs	0	3582	3582	3482
Postage, Stationery & other sundry costs	0	20	20	46
Licences	0	433	433	467
Equipment purchased	0	304	304	0
Repairs and maintenance - Hall	0	772	772	1770
Repairs and maintenance - Hall Environment	0	943	943	0
Information Commissioner - Data protection fee	0	35	35	0
Projects - Contribution to playground improvement	0	15493	15493	0
Projects - New fencing on Hintlesham playing field	0	1826	1826	0
Projects - Installation of CCTV	0	0	0	1980
Projects - Safety work in trees	0	9275	9275	2300
Projects - Contribution to MUGA drop kerb costs	0	0	0	1000
Playing Fields maintenance	0	2770	2770	1550
Total payments	1725	42855	44580	21211
Net receipts / (payments)	4365	-10114	-5749	8013
Transfer to unrestricted funds	-9435	9435	0	0
Total funds brought forward	11538	56778	68316	60303
Total funds carried forward	6468	56099	62567	68316

HINTLESHAM & CHATTISHAM COMMUNITY COUNCIL

STATEMENT OF ASSETS AND LIABILITIES AS AT 31 DECEMBER 2021

CASH FUNDS

	RESTRICTED FUNDS £	UNRESTRICTED FUNDS £	TOTAL 2021 FUNDS £	2020
General current account	0	5070	5070	3179
Business instant access deposit account	0	49821	49821	52851
H&CCC lottery current account	3465	0	3465	10536
Events committee float		730	730	0
Cash in hand	0	478	478	748
Business instant access deposit account -MUGA	3003	0	3003	1002
	<hr/> 6468	<hr/> 56099	<hr/> 62567	<hr/> 68316

ASSETS HELD BY HINTLESHAM & CHATTISHAM COMMUNITY COUNCIL

Hintlesham & Chattisham Community Hall and .65 acre plot

General equipment, furniture and fixtures & fittings at the Community Hall

Woodland at Church Belt, 5.97 acres held as amenity land

Sports hut on Hintlesham Playing Field and hut fixtures & fittings

MUGA sports area on the Hintlesham Playing Field

Play equipment on the Hintlesham Playing Field

Chattisham Playing Field, being 0.675 acres of amenity land held in trust for the HCCC by the Parish Council.

Play Equipment on the Chattisham Playing Field

LEASED ASSETS

Hintlesham Playing Field, being 3.46 acres leased from the Parish Council on a 10 year lease.

Approved and signed on behalf of the Trustees on the 11 May 2022

Tym Moore
Chairman